

Personnel Officer

Chief of Inspection and Security

Security Letter

57-420 407

1. Confirming your arrangements with Mr. [REDACTED] of this office, 25X1A9a will you see that a copy of the attached sample letter, appropriately addressed and dated, is given to each new employee as he (she) enters on active duty in an overt or semi-covert position. Those individuals employed in an overt capacity may retain the letter. Semi-covert employees should return the letter immediately after they have read it for file in their personnel folders. A supply of the form letters will be furnished your office shortly.

2. Although the letter is unclassified, the new employee should be advised that it is for official use only and handled accordingly. Any questions which the employee may have concerning the security matters discussed in the letter should be directed to the instructor of the security indoctrination class which the employee will attend or referred to this office for reply.

/4/
SHEPHERD EDWARDS
Colonel, SCS

Enclosure:
Sample Security Letter

I & S
ELM/rvh
4 August 1949

Distribution:

1 cc Col. Edwards
1 cc [REDACTED]
1 cc File - SCS
1 cc Chrono. - SCS

25X1A

CVB
[Signature]